

~~CONFIDENTIAL~~



Deputy Director
for Administration

DDA 87-2550
16 December 1987

25X1

NOTE FOR: [REDACTED]

Chief, Analysis Training Branch, OTE

SUBJECT: Workshop on Reviewing Papers

I was most pleased to hear the positive comments about the pilot running of the Workshop on Reviewing (Analytical) Papers. It apparently made quite an impression on some of the participants. Thanks for your fine efforts and those of others involved in the design and implementation of this course.

25X1

[REDACTED]
William F. Donnelly

Att:
DDA 87-2550X

25X1

25X1

CONFIDENTIAL

25X1

ORIG:EXA/DDA [REDACTED]

Distribution:

- Original - Addressee w/att
- 1 - DDA Subject w/att
- 1 - DDA Chrono wo/att
- 1 - EXA/DDA Chrono w/att

CONFIDENTIAL



Deputy Director
for Administration

DDA 87-2550
16 December 1987

25X1

NOTE FOR:

Chief, Intelligence Training
Division, OTE

SUBJECT: Workshop on Reviewing Papers

I was most pleased to hear the positive comments about the pilot running of the Workshop on Reviewing (Analytical) Papers. It apparently made quite an impression on some of the participants. Thanks for your fine efforts and those of others involved in the design and implementation of this course.

25X1

William F. Donnelly

Att:
DDA 87-2550X

25X1

CONFIDENTIAL

25X1

ORIG: EXA/DDA

Distribution:

- Original - Addressee w/att
- 1 - DDA Subject w/att
- 1 - DDA Chrono wo/att
- 1 - EXA/DDA Chrono w/att

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Attendance at Workshop on Reviewing Papers

FROM:

Director of Training & Education
1026 Chamber of Commerce

EXTENSION

NO.

DDA - 2550x-87

DATE

25 November 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
EXA Administration
7D18 Headquarters

02 DEC 1987

12/2 C.S.

2.

ADDA

02 DEC 1987

3.

DDA

03 DEC 1987

Excellent
A
WSD

4.

EXA (note)

11 DEC 1987

DDA/Registry

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

This is a very
important problem
in the DI ---
at the center of
their work ---
maybe this will
help !

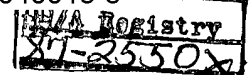
FORM
1-79

610

USE PREVIOUS
EDITIONS

CONFIDENTIAL

★ U.S. Government Printing Office: 1985-494-834/49156



CONFIDENTIAL

10:27 AM Thursday, November 19, 1987

DDA
Nice feedbackNOTE TO:

FROM:

SUBJECT: Attendance at Workshop on Reviewing Papers

This week I attended the pilot running of OTE's two-day workshop on reviewing analytical papers. It is intended for branch chiefs, senior analysts, production, and staff officers involved in reviewing DI analytical papers. The workshop complements another OTE course on editing problems, and it expands on the Supervision of Analysis course.

The workshop was fast-paced, covered a variety of topics, featured experienced and knowledgeable speakers, and was administered well. I highly recommend this workshop for newer OIA branch chiefs as well as experienced ones, and it would also be valuable for OIA senior analysts charged with pre-reviewing analyst drafts.

The objectives of the workshop are to:

Assess one's own strengths and limitations in his or her approach to reviewing papers;

Apply new ideas and techniques for timely and effective review of papers;

Articulate what constitutes a good paper and develop strategies for providing useful feedback to analysts; and

Forestall review problems by anticipating and dealing with them early in the production of a paper.

The format of the workshop consisted of several lectures, individual and team exercises, and brief presentations by a panel of three experienced DI division chiefs. a former branch chief in ALA, served as the workshop director.

Analysis Training Br.

OTE plans to present this workshop four times per year; the next one is scheduled for 3-4 February 1988. OTE will probably fine tune the workshop somewhat, though judging from informal comments from others who attended, I would expect its thrust to remain the same.

Intell Train Div

cc:

CONFIDENTIAL